



# APPLICATION FOR SITE PLAN REVIEW

*DSI*  
200 Commerce Building  
8 Fourth St. E  
Saint Paul, MN 55101-1024  
651-266-9008

## STAFF USE ONLY

SPR # \_\_\_\_\_

Fee \$ \_\_\_\_\_

Staff meeting date: \_\_\_\_\_

City agent \_\_\_\_\_

### APPLICANT

Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

### OWNER (If different than applicant)

Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

### PROJECT

Project name / description \_\_\_\_\_

\_\_\_\_\_

Project address / Location \_\_\_\_\_

\_\_\_\_\_

Legal description of the property : \_\_\_\_\_

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

**STAFF USE ONLY** Type Site Plan Sub \_\_\_\_\_ Work \_\_\_\_\_ S.F. \_\_\_\_\_

Folder Name \_\_\_\_\_

Reviewed by \_\_\_\_\_ Comments: \_\_\_\_\_

*(attach additional sheets if necessary)*

Bond/letter of credit/escrow \$ \_\_\_\_\_ Date \_\_\_\_\_

Site plan approved by \_\_\_\_\_ Date \_\_\_\_\_

Work approved by \_\_\_\_\_ Date \_\_\_\_\_

This form and other information about site plan review is available on line at [www.stpaul.gov/dsi](http://www.stpaul.gov/dsi). Click on Zoning and then click on Site Plan Review.

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# SUBMITTAL REQUIREMENTS

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## Site Plan Review

City of Saint Paul

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### **APPLICATION FORM**

An "Application for Site Plan Review" must be filled out.

### **FILING FEE**

Checks should be payable to "City of Saint Paul". The fee is determined by the type and size of the project:

- Residential (1-4 units)  
\$110
- Multi-Family Residential, Commercial, Industrial, Institutional  
\$435 for sites less than 25,000 square feet, and \$85 for each additional 25,000 square feet of land, for all other uses

### **SITE PLAN**

12 copies of the site plan must be submitted with the application. The plans must be drawn to scale. The plan sheets must be no larger than 18" x 24" (larger sheets must be reduced before submitting) and folded to 8-1/2" x 11". Electronic versions of the plan (in PDF format) should also be submitted if available. The following information must be shown on the plans:

#### **Existing Conditions**

- Existing buildings, property lines, easements, parking lots and other paved areas, sidewalks, driveways, grading, trees, catch basins, utility poles, street lights, traffic signals, parking meters, pavement markings (traffic lanes, turn arrows etc.), surrounding fire hydrants, any fire department connections for sprinklers or stand pipes
- Survey of existing conditions for large projects.
- Legal description of the property.
- Location map

#### **Site Layout**

- Proposed buildings (with entrances indicated and all other openings, windows, vents, etc.), property lines, easements, parking lots (with parking stalls indicated), driveways, sidewalks and loading areas
- Dimensions and other appropriate labels
- Traffic and pedestrian control plans (if construction will block adjacent sidewalks and streets)

#### **Grading, Drainage, Utilities and Erosion Control**

- Existing and proposed grading shown with two foot contour intervals and spot elevations at critical points
- Catch basins with rim and invert elevations
- Sanitary and storm sewers with pipe size and materials labeled
- Ponding areas for storm water detention where required. Calculations for storm water management should be shown on the City worksheet.
- Water lines, fire hydrants, fire department connections for sprinklers or stand pipes
- Erosion control measures such as silt fences, inlet protection, rock construction entrance and street cleaning
- Storm water pollution control plan (for sites that disturb one acre or more)

#### **Landscaping and other site improvements**

- Existing significant vegetation by size and species (including trees in the boulevard)
- Proposed landscaping (trees, shrubs and ground cover) identified by size and species
- A planting list summarizing plant material used
- Details for planting new trees and protecting existing trees
- Fences and walls
- Site lighting
- Street lights, traffic signs and signals, parking meters
- Changes to street pavement markings (traffic lanes, turn arrows etc.)
- Signs

#### **Building information**

- Height of building, type of construction, whether sprinklers are proposed
- Building elevations
- Roof drainage
- Location on property and distance to property lines or other structures on the property.

**Send plans, application and fee to Tom Beach, DSI, 200 Commerce Building, 8 Fourth Street East, Saint Paul, MN 55101. Fax: 651-298-4194. Call Tom Beach at 651-266-9086 if you have questions about site plan review.**

**This form and other information about site plan review is available on line at [www.stpaul.gov/dsi](http://www.stpaul.gov/dsi). Click on Zoning and then click on Site Plan Review.**

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# REVIEW PROCESS

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## Site Plan Review

## City of Saint Paul

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### **1. APPLICANT SUBMITS SITE PLAN.**

The applicant submits the following to the office Department of Safety and Inspections (DSI), 200 Commerce Building, 8 Fourth Street East, Saint Paul, MN 55101:

- 12 copies of the site plan ( and PDF version if available)
- Completed application form
- Filing fee

### **2.CITY STAFF REVIEWS SITE PLAN.**

Copies of the site plan are distributed to staff in various City departments, including Sewers, Water, Traffic, Zoning, Parks, and Fire. A copy is also sent to the District Councils for the neighborhood where the project is proposed.

### **3.APPLICANT SHOULD MEET WITH THE DISTRICT COUNCIL.**

On projects that will have an impact on the surrounding area, it is recommended that applicants meet with the District Council. The District Councils have an advisory role and normally send any comments they have to City staff to be considered during the site plan review. District Councils generally meet once a month. A list of District Councils with their phone numbers is included in the site plan review handouts.

### **4.APPLICANT MEETS WITH STAFF 2 WEEKS AFTER SITE PLAN IS SUBMITTED.**

A meeting will be set up so that the applicant can meet with City staff. At this meeting, the applicant can explain the project and ask questions. Staff will ask questions and explain any revisions to the site plan that will be needed. This meeting normally lasts 30 to 60 minutes. For most projects, there is no public hearing at the Planning Commission or City Council.

### **5.STAFF SENDS APPLICANT A “DECISION E-MAIL” SUMMARIZING STAFF COMMENTS.**

Staff will send an email to the applicant summarizing the comments from their meeting. Comments typically deal with zoning, parking, traffic, landscaping, utilities and storm water drainage. If there are issues raised by the District Council that need to be addressed, these will be included in the email too. The email may approve the site plan subject to all conditions in the email being addressed.

To ensure that all the improvements shown on the site plan are done, the City may in some cases require a security agreement in the form of a letter of credit, a performance bond or a cash escrow.

### **6.APPLICANT SUBMITS REVISED SITE PLAN.**

If revisions to the site plan are needed, the applicant must submit 7 sets of revised plans to City staff. The revised plans will be reviewed against the comments in the “Decision Email.” This review usually takes one week.

### **7.STAFF VERIFIES CONDITIONS FROM THE APPROVAL ARE MET ON REVISED PLAN.**

If the plan meets all City requirements staff will issue a letter approving the site plan. If further revisions or meetings are still needed, staff will notify the applicant.

### **8.APPLICANT APPLIES FOR BUILDING PERMITS.**

It is sometimes possible to have Plan Review conducted of building plans at the same time the site plan review is going on. However, Plan Review will not issue permits until the site plan has been approved.

**This information is available online. Go to [www.stpaul.gov/dsi](http://www.stpaul.gov/dsi). Click on “Zoning” and then click on “Site Plan Review.”**

**Please call Tom Beach at 651-266-9086 if you have questions about site plan review.**



# **PARKING LOT DESIGN**

**Paving** All off-street parking facilities must be paved with asphalt or concrete. Gravel or crushed rock is not permitted. The pavement must be striped to indicate parking spaces.

**Curbs** Curbs, wheel stops, berms or similar devices must be used to prevent vehicles from overhanging adjacent property or the public right-of-way. Wheel stops and bituminous curbs are permitted but concrete curbs are preferable.

**Drainage** Parking lots and other large paved area affect stormwater drainage. For further information on requirements for stormwater drainage refer to the "Stormwater Management" handout.

**Screening and landscaping** A visual screen is required for parking lots that are adjacent to a residential use or residentially zoned area.

## **PARKING REQUIREMENTS**

### **RESIDENTIAL**

|                                |                          |
|--------------------------------|--------------------------|
| Single-family in R-LL zones    | 2.0 spaces per unit      |
| Other residential              | 1.5 spaces per unit      |
| Housing for elderly            | 0.33 spaces per unit     |
| Community residential facility | 1 space per every 2 beds |

### **RECREATIONAL**

|   |   |
|---|---|
| Theater, auditorium   | 1 space per 4 seats and 1 space per 2 employees<br>1 space per 75 sq. ft. GFA |
| Dance hall, bingo hall, electronic game room, assembly hall without fixed seating | 1 space per 75 sq. ft. GFA  |
| Private club, lodge hall  | 1 space per 260 sq. ft. GFA   |
| Sports or health spa or karate club   | plus 1 space per employee   |
| Swimming club   | 1 space per 400 sq. ft. GFA   |

### **INSTITUTIONAL**

|                                  |   |
|----------------------------------|---|
| Church, chapel, synagogue        | 1 space per 3 seats or 6 feet pews in the main unit of worship  |
| Elementary or junior high school | 1 space per teacher school or administrator   |
| Senior high school               | 1 space per employee, teacher and staff member and 1 per 10 students  |
| Trade or business school         | 1 space per every 2 employees and staff members and 1 per every full-time student or 3 part-time students   |
| University, college or seminary  | 1 per every 2 employees and staff members and either 1 per every 3 full-time students not on campus or 1 for every 3 part-time students, whichever is greater plus 1 for every 3 dormitory beds |

### **MEDICAL**

|                       |   |
|-----------------------|---|
| Medical/dental office | 1 space per 250 sq. ft. GFA   |
| Hospital              | 1.8 spaces per bed  |
| Veterinary clinic     | 1 space per 250 sq. ft. GFA   |
| Nursing home          | 1 space per 3 beds and 1 space per each 2-day shift employees or full-time equivalent |

### **OFFICE**

|  |                             |
|--|-----------------------------|
| General offices                            | 1 space per 350 sq. ft. GFA |
| Real estate, finance and insurance offices | 1 space per 275 sq. ft. GFA |

### **INDUSTRIAL**

|                           |  |
|---------------------------|--|
| Industrial, manufacturing | 1 space per 650 sq. ft. GFA or 1 space per 2,000 sq. ft. GFA if more than 50% of production floor space is occupied by automated machinery |
| Warehousing, storage      | 1 space per 5,000 sq. ft. GFA  |
| Wholesaling               | 1 space per 1,500 sq. ft. GFA  |
| Research and development  | 1 space per 575 sq. ft. GFA  |

### **COMMERCIAL**

|  |   |
|--|---|
| Apparel store  | 1 space per 225 sq. ft. GFA   |
| Automobile convenience market  | 1 space per 225 sq. ft. GFA   |
| Automobile sales new/used  | 1 space per 400 sq. ft. GFA of area for sales and office, plus 1 space per 2,000 sq. ft. of outdoor sales |
| Automobile repair shop, body shop, service, station, service specialty store | 1 space per 275 sq. ft. GFA plus 1 space per each auto stall  |
| Bank   | 1 space per 240 sq. ft. GFA plus 5 stacking spaces per lane for drive-in bank                             |
| Car wash   | 5 stacking spaces per washing lane, 2.5 spaces per stall for self-service and 1 space per 2 employees     |
| Convenience market, supermarket  | 1 space per 250 sq. ft. GFA   |
| Day care center  | 1 space per employee  |
| Drug store   | 1 space per 250 sq. ft. GFA   |
| Establishment with onsale intoxicating liquor and/or entertainment license   | class A<br>1 space per 100 sq. ft. GFA and as required in section 62.103(f)(3)                            |
|  | class B or C<br>1 space per 75 sq. ft. GFA and as required in section 62.103(f)(3)                        |
| Exhibition halls, showrooms, contractor's shops                              | 1 space per 900 sq. ft. GFA   |
| Finance, insurance, or real estate office                                    | 1 space per 275 sq. ft. GFA   |
| Furniture/appliance store  | 1 space per 500 sq. ft. GFA   |
| Hardware/paint store   | 1 space per 340 sq. ft. GFA   |
| Laundromats  | 1 space per every 3 washing or cleaning machines  |
| Lumber yard, building center   | 1 spaces per 275 sq. ft. GFA materials of indoor sales area plus 1 space per 5,000 sq. ft. of storage     |
| Multi-use retail center  | 1 space per 280 sq. ft. GFA   |
| Repair shop  | 1 space per 300 sq. ft. GFA   |
| Restaurant (with or without beer and wine)                                   | 1 space per 125 sq. ft. GFA and as required in section 62.103(f)(3)                                       |
| Restaurant, carry-out  | 1 space per 225 sq. ft. GFA   |
| Restaurant, fast food  | 1 space per 110 sq. ft. GFA plus 6 stacking spaces for drive-through lane                                 |
| Retail stores in general   | 1 space per 225 sq. ft. GFA   |
| Self-service storage   | 1 space per 5,500 sq. ft. GFA   |

These requirements do not apply downtown in the B-4 and B-5 zoning districts.

"Space" means off-street parking space. On-street spaces are not counted toward meeting parking requirements. Businesses with different peak hours may be able to share required parking under certain conditions.

**For more information or to determine parking requirements for uses not listed here call 651-266-9008.**

This form and other information about site plan review is available on line at [www.stpaul.gov/dsi](http://www.stpaul.gov/dsi). Click on Zoning and then click on Site Plan Review.

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# STORMWATER MANAGEMENT

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## Site Plan Review

## City of Saint Paul

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A stormwater management plan must be submitted as part of the site plan package. The purpose of the plan is to show how stormwater will be handled on the site: where it will drain to, at what rate, and steps that will be taken to protect water quality.

### SITES SMALLER THAN ONE QUARTER ACRE

For small sites it is usually possible to meet the requirements for stormwater management simply by grading the site so that stormwater flows to a street or a public alley. Stormwater drainage must be shown on the plan by grades and/or drainage arrows. Stormwater may not drain across a public sidewalk at any point except at a driveway.

### SITES LARGER THAN ONE QUARTER ACRE

For sites where more than one quarter of an acre is affected by development, the City requires that the rate of storm water runoff for the site may not exceed 1.64 cubic feet per second per acre. Stormwater must normally be directed to on-site stormwater detention ponds and catch basins connected to the City storm sewer system in order to control the rate of stormwater runoff from the site. The following information must be submitted:

#### Grading

- Grades or contours to define the route of stormwater and stormwater detention areas.

#### Drainage areas

- Outline of each separate drainage area within the site property lines or improvement limits. Include roofs and all other surface areas.
- Area in square feet of each drainage area.
- Area in square feet of area of pervious and impervious surfaces for each drainage area .

#### Detention Areas

- Outline of each separate detention area. Ponding may be provided in parking lots, green areas, roof tops or underground storage.
- Depth of detention areas.
- Area in square feet of detention areas
- Area of contour intervals from bottom to top of detention areas.
- Detention area overflow route

#### Structures

- Location and details of all structures used to control the rate of discharge of stormwater from the site. These include catch basins, manholes, pipes, weirs, curb openings and control flow roof drains. Rim and invert elevations must be provided.

#### Connections to public sewers

- Storm connections are not permitted to public catch basins or sanitary sewers
- The plan must include a note stating "Connections to public sewers must be done by a Licensed House Drain Contractor under a permit from Saint Paul Department of Public Works."

#### Calculations

- Calculate allowable discharge rate and required detention for the critical 100 year rainstorm event.
- Calculations must be shown on the worksheet provided inside this handout.
- The city uses HydroCAD to check for conformance with stormwater management requirements

Please contact Dave Conley of Saint Paul Public Works at 651-266-6242 [dave.conley@ci.stpaul.mn.us](mailto:dave.conley@ci.stpaul.mn.us) or if you have questions about these City requirements.

### SITES LARGER THAN ONE ACRE

In addition to meeting the standards for rate control listed above, projects that disturb more than one acre must obtain a permit from the MPCA and the local watershed district. They review plans for how they will affect water quality. A Stormwater Pollution Prevention Plan must be submitted that shows measures that will be taken during construction (such as silt fences) and long term (such as stormwater ponds).

#### (Minnesota Pollution Control Agency) MPCA

A *General Storm Water Permit – Construction Activity* is issued by the MPCA. Information is available at 651-296-7219 or <http://www.pca.state.mn.us/water/stormwater/stormwater-c.html> .

#### Watersheds

Most of Saint Paul, except for the West Side, is located in a Watershed District that requires a permit for projects larger than one acre. They review how projects will affect stormwater quality during construction (silt fences, inlet protection, street sweeping etc.) and after (rate control and volume control for stormwater etc).

- Ramsey Washington Watershed (<http://www.rwmwd.org/> or 651-792-7950) covers the east third of Saint Paul.
- Capitol Region Watershed (<http://www.capitolregionwd.org/> or 651-644-8888) covers the west two thirds of Saint Paul.

The boundaries of the Watershed Districts can be found on their web sites.

*Information about stormwater management and other site plan review is also available on-line. Go to [www.liep.us](http://www.liep.us). Click on Zoning and click on Site Plan Review.*

## REQUIRED PLANS AND INFORMATION

### Stormwater management plans and calculations

The plans and calculations listed on the first page of this handout must be submitted as part of the submittal for site plan review.

### PDF or AutoCad files

Once the site plan is approved, the applicant must email the approved drawings of the site plan in PDF and AutoCad along with any custom line type files and external references to: [dave.conley@ci.stpaul.mn.us](mailto:dave.conley@ci.stpaul.mn.us).

### Construction Record Drawings

As a condition of the approved site plan, the applicant must provide as-built drawings (paper or PDF) of all sanitary and storm sewer lines and all appurtenances which were installed on a site for which a final site plan was approved. The drawings shall be submitted to Saint Paul Public Works no later than 60 days following installation of the sewer facilities. As-built changes to text including: invert elevations, dimensions, notes, etc. shall be lined out with the record drawing text placed near it. Do not alter, modify or erase original approved construction drawing text. The construction as-built drawings shall show, but are not limited to, such information as the exact size, length, type and location of pipes; location and size of manholes and catch basins; depth and slopes of retention basins. The drawings shall show plan and profile views of all new public sanitary and storm sewer lines and plan views of all private sewer lines. The construction as-built drawings shall show all work as actually installed and as field verified by a professional engineer or a representative thereof. The drawings shall be identified as "Construction As-built Drawings" in the title block of each drawing and shall bear the signature and seal of a professional engineer.

Construction Record Drawings should be submitted to

Dave Conley  
Public Works Sewers Division  
700 City Hall Annex  
25 West 4<sup>th</sup> Street  
Saint Paul, MN 55102

[dave.conley@ci.stpaul.mn.us](mailto:dave.conley@ci.stpaul.mn.us)

# STORMWATER MANAGEMENT WORKSHEET

## 1. DATA FOR EACH DRAINAGE AREA

Use the table below to define each drainage area on the site.

| DRAINAGE AREA NAME | AREA (SQ. FT.) | IMPERVIOUS AREA (SQ. FT.) | PER CENT IMPERVIOUS | AVERAGE SLOPE OF PREVIOUS AREAS |
|--------------------|----------------|---------------------------|---------------------|---------------------------------|
|                    |                |                           |                     |                                 |
|                    |                |                           |                     |                                 |
|                    |                |                           |                     |                                 |
|                    |                |                           |                     |                                 |
|                    |                |                           |                     |                                 |
| TOTAL              |                |                           |                     |                                 |

## 2. ON-SITE DETENTION

The following table includes a summary of total rainfall depth for various duration 100 year storms in Saint Paul. Use the table to calculate the amount of on-site detention required. The maximum storage value is the required amount of on-site detention. The maximum storage value usually occurs at the 15 or 30 minute time.

| TIME (MINUTES) | RAINFALL (INCHES) | RUNOFF (CU. FT.) | TO SEWER (CU. FT.) | STORAGE (CU. FT.) |
|----------------|-------------------|------------------|--------------------|-------------------|
| 5              | 0.84              |                  |                    |                   |
| 10             | 1.38              |                  |                    |                   |
| 15             | 1.76              |                  |                    |                   |
| 30             | 2.44              |                  |                    |                   |
| 60             | 3.15              |                  |                    |                   |
| 120            | 3.50              |                  |                    |                   |

**Time:** From "100 year storm" data\*

**Rainfall:** From "100 Year Storm" data\*

**Runoff=**  $\frac{\text{Rainfall} \times C \times \text{Area in Square feet}}{12}$

(1 ACRE = 43,560 SQ. FT.)

**To Sewer:** Time x 60 x 1.64 x Area in Acres

**Storage=** Runoff - To Sewer

**Allowable Q** = 1.64 c.f.s / Acre

**C =**  $\frac{(.95 \times \text{Impervious Area}) + (.25 \times \text{Pervious})}{\text{Total Area}}$

Note: The term "100 Year Storm" as used in this table refers to a storm of a given duration and rainfall depth which has a one percent probability of occurring during any given year in a particular location. The information is taken from "Five to 60 Minute Precipitation Frequency for the Eastern and Central United States" and "Technical Paper No. 40: Rainfall Frequency Atlas of the United States". Both of these publications are prepared by the National Weather Service.

(Worksheet is continued on the next page.)



### 3. DETENTION DATA

Define detention areas within property lines and outline maximum pond contour elevation. Give calculations for detention volumes. For irregular shaped detention areas with defined contours between bottom and top elevations, the following formula may be used:

$$V = (h/3) (A_1 + A_2 + \sqrt{A_1 \times A_2})$$

Where:

h = difference in elevation between contours in feet

A<sub>1</sub> & A<sub>2</sub> = areas of contours in square feet

Note: The volume between the bottom elevation and the next highest contour should be V=(hA)/3

| ELEVATION | h | AREA (SQ. FT.) | VOLUME (CU. FT.) |
|-----------|---|----------------|------------------|
| BOTTOM    |   | 0              | -                |
| CONTOUR   |   |                |                  |
| CONTOUR   |   |                |                  |
| CONTOUR   |   |                |                  |
| TOP       |   |                |                  |

### 4. PIPE SIZE AND ELEVATION

Detention area discharge rates must be given for each detention area. The formula for calculation must be given along with any constant values used in the formula. Discharge controls may include only permanent unalterable fixtures such as sized pipes, curb weirs and control flow roof drains. Orifice plates and grate controls are not allowed.

Most flow control should be by pipe size. Minimum pipe size required is 4" diameter. Pipe flow rates may be approximated by use of the following orifice equation;

$$Q = CA\sqrt{2gh}$$

Where:

Q = discharge in cubic feet per second

C = 0.65

A = Area of orifice in square feet

2g = 64.4

h = height of water above center of orifice in feet

The standard flow rate will be determined by the city's computer program which considers other factors, including head, entrance loss, pipe loss and exit loss.

The following data must be provided for all pipe controlled discharges:

| PIPE LENGTH | DIAMETER IN INCHES | PIPE TYPE | UPSTREAM WATER ELEVATION | UPSTREAM INVERT ELEVATION | DOWNSTREAM WATER ELEVATION | DOWNSTREAM INVERT ELEVATION |
|-------------|--------------------|-----------|--------------------------|---------------------------|----------------------------|-----------------------------|
|             |                    |           |                          |                           |                            |                             |
|             |                    |           |                          |                           |                            |                             |
|             |                    |           |                          |                           |                            |                             |
|             |                    |           |                          |                           |                            |                             |

Note: For off site discharge to city storm sewer, the following assumption can be made:  
Downstream water elevation = Downstream invert elevation

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# LANDSCAPING

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## Site Plan Review

## City of Saint Paul

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### **LANDSCAPE PLAN**

A landscape architect or nurseryman must prepare the landscape plan. The plan must show:

**New landscaping** (Trees, shrubs, grass and other ground covers)

- Each new plant on the plan and identify it by species and size
- A planting list for the entire site to summarize plant material used
- Tree and shrub planting details
- Areas to be seeded or sodded

**Existing vegetation**

- All existing trees larger than 6" in diameter (identified by species and size)
- Any trees that will be removed
- Any trees that will be relocated and show new location and provide transplanting detail
- Any other significant existing vegetation

**Other landscape elements**

- Fences and walls
- Berms
- Lighting
- Signs

### **LANDSCAPING FOR PARKING LOTS**

The minimum requirement for parking facilities is one square foot of landscaping for every ten square feet of paving. These areas must be landscaped using trees, shrubs, sod and ground cover plants. Gravel or landscape rock does not, by itself, constitute landscaping.

Shade trees must be planted on the perimeter of parking lots where they front on a public street. One tree is required for every 30 feet of street frontage. In some areas of the city, additional landscaping such as a hedge or decorative metal fence may also be required.

In addition to perimeter landscaping, parking lots for more than 50 cars must have landscaped islands planted with shade trees.

All planted areas must be at least four feet in width. Six feet is preferable since larger areas of landscaping offer more protection from damage by salt or snow piled by winter plowing.

### **SCREENING**

Some land uses must be visually screened from adjacent property. These uses include:

- Off-street parking adjacent to residential areas
- Loading areas
- Outdoor storage
- Trash dumpsters

The screen may consist of a wall or fence, earth berm, plant materials or combination of these. The screen must be at least 80% opaque. Chain link fences are not acceptable as screens.

## **TREES**

### **Size**

New shade trees must be a minimum of 2.5" in diameter at the time of planting. Evergreen trees must be at least 6' high. The roots of new trees must be balled and burlapped.

### **Recommended species**

|                               |  |
|-------------------------------|--|
| Bergeson Ash                  | Fast growing, tolerates poor soils and salt, upright form (50')                    |
| Patmore Ash                   | Fast growing, tolerates poor soils and salt, oval form (50')                       |
| River Birch                   | Fast growing, moisture loving, often planted in clump form, interesting bark (35') |
| Hackberry                     | Fast growing, tolerates salt and drought and poor soils, round form (75')          |
| Greenspire Linden             | Fast growing, tolerates shade, pyramidal form, dense foliage (45')                 |
| "Emerald Lustre" Norway Maple | Medium growing, tolerates salt but not drought, round form, dense foliage (50')    |
| Northern Pin Oak              | Medium growing, tolerates drought, good fall color (50')                           |
| Scotch Pine                   | Fast growing, tolerates salt, medium needles (50')                                 |
| Black Hills Spruce            | Medium growing, tolerates salt and heat and drought (60')                          |
| Colorado Spruce               | Slow growing, tolerates salt, regular pyramidal form (75')                         |
| Crab Apple                    | Fast growing, spring flowers, some varieties do not produce fruit (12' to 25')     |
| Amur Maple                    | Fast growing, also used as a large shrub, very hardy, good fall color (15')        |

### **Boulevard trees**

Boulevard trees must be planted at the time of construction if they are not there now. The cost is the responsibility of the property owner or developer. The species of the trees is determined by the City Forester. A permit from the City Forester (651-632-5129) is required to plant or remove trees in the boulevard. There is no charge for this permit.

### **Preserving existing trees**

Buildings and paved areas should be located to avoid affecting existing trees whenever possible. Trees should also be considered when designing the grading plan: raising or lowering the existing grade as little as 6" within the drip line of a tree can damage or kill it. The City may require existing trees to be shown on the grading plan to make it easier to see how grading will affect them. Where grading or construction activities will be occurring near a significant existing tree, snow fence must be placed around the drip line of the tree. This must be shown on the site plan.

Specific requirements for saving and replacing trees apply to the City's Tree Preservation District and River Critical Areas. Refer to the Tree Preservation handout. It is available on line at

[www.stpaul.gov/depts/dsi/pdf/Zoning/Tree\\_pres.pdf](http://www.stpaul.gov/depts/dsi/pdf/Zoning/Tree_pres.pdf)

## **SHRUBS**

Shrubs must be at least 18" tall when planted, except for certain low, creeping shrubs. The roots may be potted or balled and burlapped. Shrubs are normally planted in lines to form a hedge or in groups. Recommended species include:

|                              |  |
|------------------------------|--|
| Compact Amer. Cranberry Bush | Medium growing, does not tolerate salt, fall color, makes a good hedge (5')    |
| Alpine Currant               | Medium growing, tolerates salt and drought, makes a good hedge (3')            |
| Redtwig Dogwood              | Fast growing, does not tolerate salt, red bark for winter color (6')           |
| Winged Euonymous             | Slow growing, does not tolerate salt, interesting bark and winter form (8')    |
| Lilac                        | Fast growing, spring flowers (12')   |
| Anthony Waterer Spirea       | Medium growing, summer flowers, makes a good low mass planting (3')            |
| Arborvitae                   | Evergreen, slow growing, many varieties, round and pyramidal forms (4' to 15') |
| Juniper                      | Evergreen, slow growing, spreading and pyramidal forms (1' to 10')             |
| Yew                          | Slow growing, shade tolerant, spreading and pyramidal forms (4' to 10')        |

## **GRASS**

All areas of the site that are not otherwise landscaped or do not have existing vegetation must be sodded or seeded.

**Please call 651-266-9086 if you have any questions on landscaping.**



CITY OF SAINT PAUL  
Christopher B. Coleman, Mayor

COMMERCE BUILDING  
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## SITE PLAN REVIEW STAFF

### Zoning

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or

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### Sewers

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### Water

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### Traffic Engineering

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### Traffic Lighting and Signals

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### Planning

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### Saint Paul on the Mississippi Design Center\*

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\* The Design Center has an advisory role.

### Parks

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### City Forester

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### Building Plan Review

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### Crime Prevention Through Environmental Design (CPTED)

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### Ramsey Washington Metro Watershed

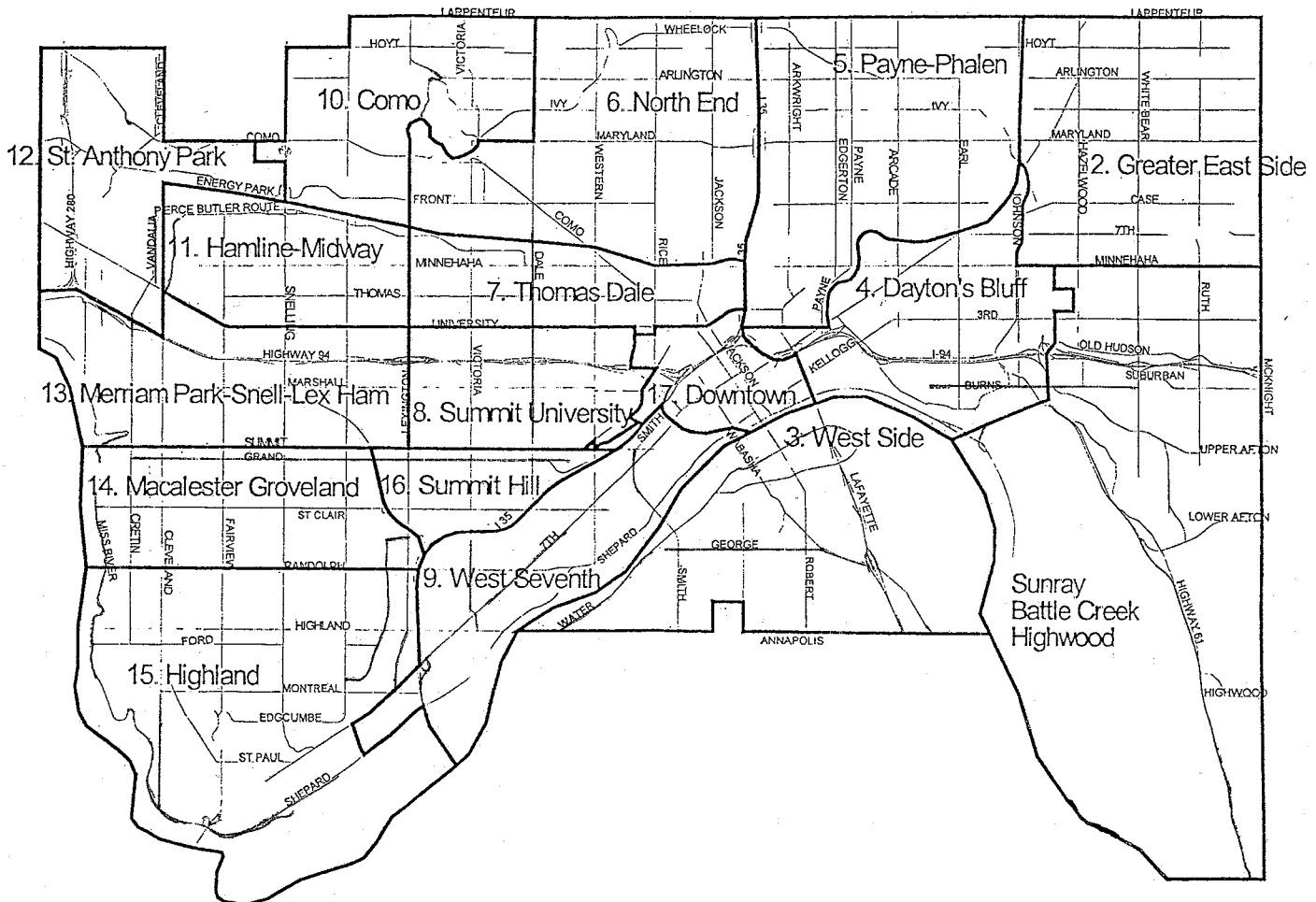
Tina Carstens  
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### Capitol Region Watershed

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The District Council affected by your site plan will receive notification of your application and a copy of the site plan. District Councils have an advisory role on site plans and they may make a recommendation to staff or the Planning Commission on large projects, ones that raise neighborhood concerns or are controversial. To facilitate this citizen participation process, it is suggested that you contact the District Council to see if they want to discuss your application with you at a neighborhood meeting.

## Saint Paul Planning Districts



### District Council

- 1 District 1 Community Council
- 2 District 2 Community Council
- 3 West Side Citizens Organization
- 4 Dayton's Bluff District 4 Community Council
- 5 Payne Phalen District 5 Planning Council
- 6 District 6 Planning Council
- 7 Thomas-Dale / District 7 Council
- 8 Summit University Planning Council
- 9 West Seventh/Fort Road Federation
- 10 District 10 Como Community Council
- 11 Hamline Midway Coalition
- 12 Saint Anthony Park Community Council
- 13L Lexington-Hamline Community Council
- 13M Merriam Park Community Council
- 13S Snelling-Hamline Community Council
- 14 Macalester Groveland Community Council
- 15 Highland District Council
- 16 Summit Hill Association
- 17 Capitol River Council - District 17

### Contact Person

- Betsy Leach  
 Chuck Repke  
 Carlos Garcia Velasco  
 Karin DuPaul  
 Leslie McMurray  
 Kerry Antrim  
 Kristen Kidder  
 Steve Boland  
 Betty Moran  
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 Jun-Li Wang  
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 Jessica Treat  
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 Patrick Smith  
 Melissa Martinez-Sones  
 Gayle Summers  
 Jeff Roy  
 Jill Hiron

### Phone Number

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 651-772-2075  
 651-774-5234  
 651-488-4485  
 651-298-5068  
 651-228-1855  
 651-298-5599  
 651-644-3889  
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 651-649-5992  
 651-645-3207  
 651-645-6887  
 651-644-1085  
 651-695-4000  
 651-695-4005  
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 651-221-0488